1. Naming Convention for ASCII Text and PDF Files

Following is a description of the composition of the names for PDF files.

1) The component file name is variable length. It is suffixed with the extension "**.PDF**".

2) The file name to the left of the "**.PDF**" extension consists of the following fields, which are delimited by an underscore ("_") character.

    a) Company code that is composed of five or fewer digits, with or without leading zeros
    b) Two-digit primary vendor code
    c) One-character statement type code
    d) Four-digit filing year
    e) One-character submission filing type code
    f) One-character submission group type code
    g) One- or two-digit version number code
    h) One- or two-digit Separate Account ID
    i) Two-character state supplement code
    j) One- or two-character filing blob type code
    k) Alphabetic codes that are embedded in the file name are not case-sensitive.

The general form of the component file name is **ccccc_vc_s_yyyy_f_d_vv_sa_ss_fb.ttt**.

Symbol	Meaning
ccccc	Company code. Since leading zeroes are not required, the company code consists of five or fewer digits.
vc	Two-digit vendor code.
s	Statement type code. Valid codes are listed below.

	Code	Statement Type
	F	Fraternal
	L	Life, Accident, and Health
	P	Property and Casualty
	T	Title
	X	Health

Symbol	Meaning
yyyy	Four-digit year. An example is 2003.
f	Submission filing type code.

	Code	Meaning
	O	Original filing
	A	Amendment filing

Text and PDF files (continued)	
Symbol	**Meaning**
d	Submission group type code. Valid codes are listed below.

	Code	Filing Deadline or Special Filing
	M	March
	A	April
	R	Risk-Based Capital (RBC)
	S	Separate Accounts (SEPA)
	J	June

Symbol	Meaning
vv	Two-digit filing version number. Valid version numbers are 1 through 99. A leading zero may be supplied but is not required for numbers 1 through 9.
sa	Two-digit Separate Account ID. If the submission group type code is "S", then this field must contain a Separate Account ID that is valid for the company code and filing year. If the ZIP file represents any other type of filing, then this field must contain zero (0). A leading zero may be supplied but is not required for numbers 1 through 9.
ss	Two-character State Supplement Code. If the PDF file is a supplemental Washington-only file (those in the filing BLOB type code section below), then this field must use the state code of "**WA**"). For the regular NAIC PDF files, this field must contain "**NA**".
fb	The filing BLOB type code. *(The acronym "BLOB" is used to describe this code because submitted ASCII text and PDF files are stored in NAIC RDMS tables in columns defined as data type "Binary Large Object".)* Valid codes are listed below.

	Symbol	Type of Submission File
	PC	Supplemental Compensation Exhibit
	PD	Additional Data to the Annual Statement (HCSCs and HMOs only)
	PE	CPA report on significant internal control deficiencies
	PQ	CPA qualifications letter
	PR	Risk-Based Capital report (Domestic companies only)
	PT	Business Written by Agency (Title only)
	PU	RCW 48.43.045(2) report (HCSCs and HMOs only)
	EM	Response Back E-Mail Address List

Symbol	Meaning
.ttt	The file name extension identifies the type of file.

	Code	Meaning
	PDF	PDF file
	TXT	Text file

2. ZIP File Naming Convention

Following is a description of the composition of the ZIP file name.

1) The ZIP file name is variable length. It is suffixed with the extension "**.ZIP**".

2) The file name to the left of the "**.ZIP**" extension consists of the following fields, which are delimited by an underscore ("_") character.

    a) Company code that is composed of five or fewer digits, with or without leading zeros
    b) Two-digit primary vendor code
    c) One-character statement type code
    d) Four-digit filing year
    e) One-character submission filing type code
    f) One-character submission group type code
    g) One- or two-digit version number code
    h) One- or two-digit Separate Account ID
    i) Two-character state supplement code
    j) One- or two-digit ZIP file sequence number
    k) Alphabetic codes that are embedded in the file name are not case-sensitive.

3) The general form of the file name is **ccccc_vc_s_yyyy_f_d_vv_sa_ss_zz.ZIP**. The extension "**.ZIP**" represents a literal string.

Symbol	Meaning
ccccc	Company code. Since leading zeroes are not required, the company code consists of five or fewer digits.
vc	Two-digit vendor code.
s	Statement type code. Valid codes are listed below. <table><tr><td>*Code*</td><td>Statement Type</td></tr><tr><td>F</td><td>Fraternal</td></tr><tr><td>L</td><td>Life, Accident, and Health</td></tr><tr><td>P</td><td>Property and Casualty</td></tr><tr><td>T</td><td>Title</td></tr><tr><td>X</td><td>Health</td></tr></table>
yyyy	Four-digit year. An example is 2003.
f	Submission filing type code. <table><tr><td>*Code*</td><td>Meaning</td></tr><tr><td>O</td><td>Original filing</td></tr><tr><td>A</td><td>Amendment filing</td></tr></table>

ZIP files (continued)	
Symbol	**Meaning**
d	Submission group type code. Valid codes are listed below.

Code	Filing Deadline or Special Filing
M	March
A	April
R	Risk-Based Capital (RBC)
S	Separate Accounts (SEPA)
J	June

Symbol	Meaning
vv	Two-digit version number. Valid version numbers are 1 through 99. A leading zero may be supplied but is not required for numbers 1 through 9.
sa	Two-digit Separate Account ID. If the submission group type code is "S", then this field must contain a Separate Account ID that is valid for the company code and filing year. If the ZIP file represents any other type of filing, then this field must contain zero (0). A leading zero may be supplied but is not required for numbers 1 through 9.
ss	Two-character State Supplement Code. If the ZIP file contains files for a supplemental filing, then this field contains the state code of "**WA**"). If the ZIP file contains files for the regular NAIC filing, then this field must contain "**NA**". **Filings with Washington may mix "WA" and "NA" component files in the same ZIP file.**
zz	Two-digit ZIP file sequence number. Valid filing sequence numbers are 1 through 99. A leading zero may be supplied but is not required for numbers 1 through 9. This value uniquely identifies different ZIP files that contain component files of a filing that correspond to the same company code, Separate Account ID, year, submission group type code, submission filing type code, version number, and state supplement code.
.ZIP	The file name extension identifies the file as a ZIP file.